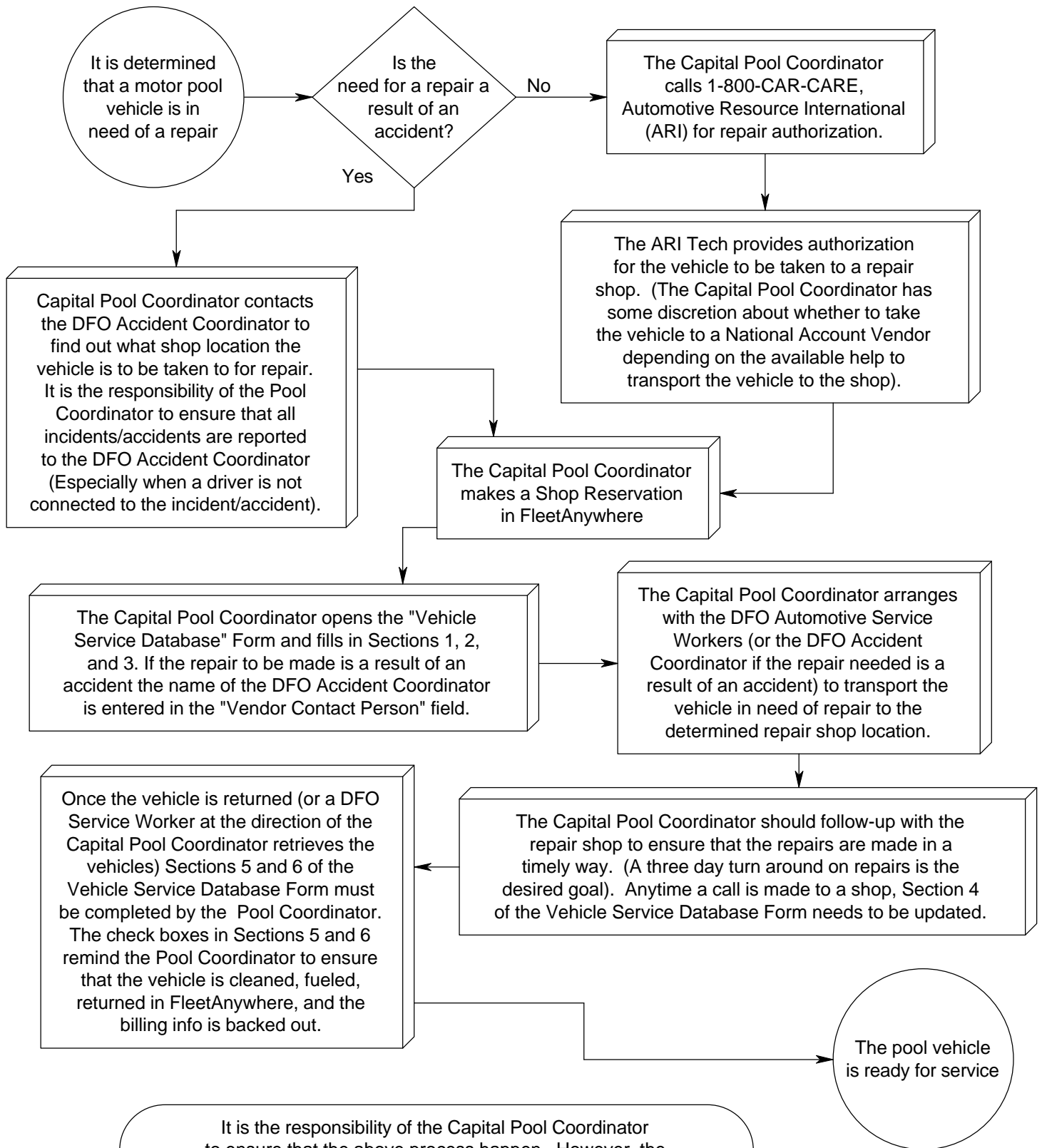


## Shop Reservation Process For the Capital Motor Pool



It is the responsibility of the Capital Pool Coordinator to ensure that the above process happen. However, the work outlined above can be delegated to Auto Service Workers

If a vehicle needs to be taken to another location for something other than a repair (for example to Surplus Property) FOTRANS should be entered as the operator ID to capture the miles. Charges need to be backed out when the vehicle is returned.